



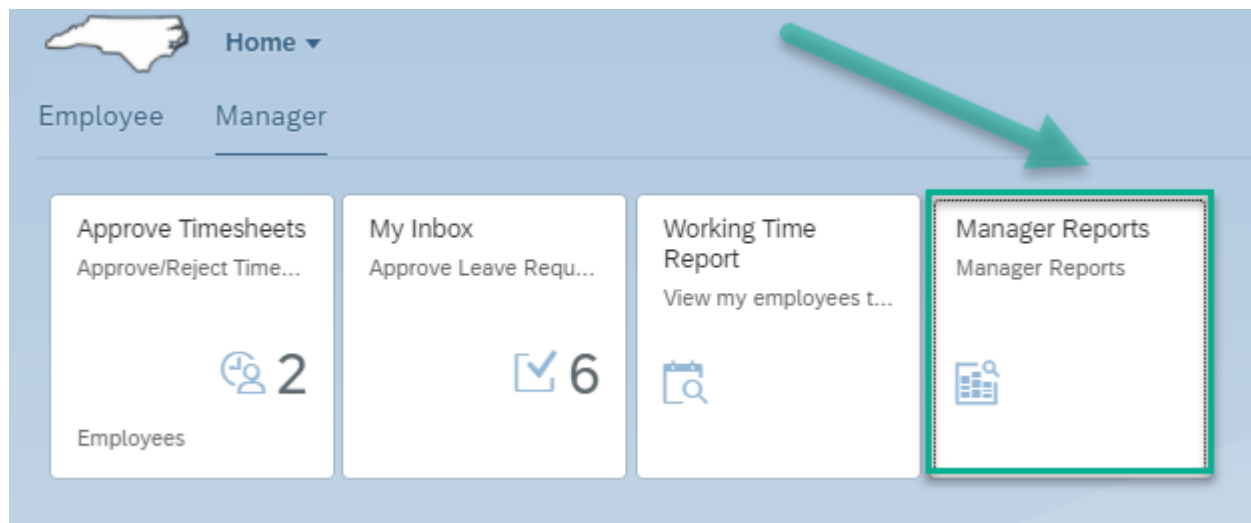
MANAGER - MY EMPLOYEE QUOTA OVERVIEW

FIO-13 | BUSINESS PROCESS PROCEDURE

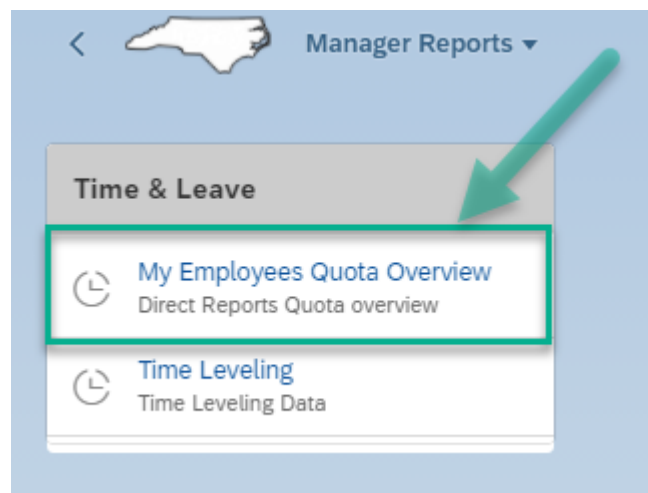
FIO

The purpose of this BPP is to explain how to access the My Employee Quota Overview Report in the Integrated HR-Payroll System via the Fiori Interface. The My Employee Quota Overview report is a manager report that provides quota available/used/entitlements hours for direct report employees. This report is available for ALL managers and Interface managers and is designed for browser use as well as mobile use.

1. To access the **“My Employee Quota Overview”** report click on the **“Manager’s tab”** and then click on the **“Manager Reports”** tile.

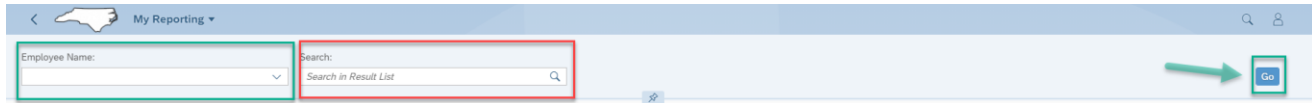


2. On the **“Time & Leave”** card, select the **“My Employees Quota Overview”** link to generate the report.



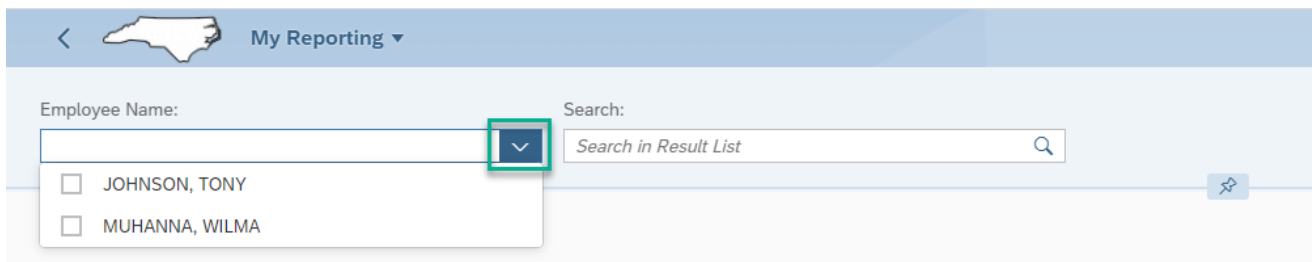
3. There are two data fields within the header of the report:

- **Employee Name** = filter data field requires **Go** to apply the filter criteria after selection.
- **Search** = Allows free form entry of any variation for the Quota type **"Vacation Type"** (i.e., Vacation Leave or Vac) with the search icon selection.



Pernr	Employee Name	Quota	Available	Used	Entitlement
00000056	Wilma S Muhanna	Vacation Leave	0.66 Hours	1,852.15 Hours	1,852.81 Hours
00000056	Wilma S Muhanna	Sick Leave	3,978.56 Hours	148.00 Hours	4,126.56 Hours
00000056	Wilma S Muhanna	Holiday Leave	0.00 Hours	376.00 Hours	376.00 Hours
00000056	Wilma S Muhanna	Bonus Leave	0.00 Hours	240.00 Hours	240.00 Hours
00000056	Wilma S Muhanna	Special Bonus FY2018	0.00 Hours	24.00 Hours	24.00 Hours
00000056	Wilma S Muhanna	Special Bonus FY19-20	0.00 Hours	80.00 Hours	80.00 Hours
00000056	Wilma S Muhanna	Liability Leave Hrs Owed	0.00 Hours	0.00 Hours	0.00 Hours
00000057	Tony R Johnson	Vacation Leave	76.65 Hours	982.00 Hours	1,058.65 Hours
00000057	Tony R Johnson	Sick Leave	548.20 Hours	298.80 Hours	847.00 Hours
00000057	Tony R Johnson	Overtime Comp Time	0.00 Hours	21.00 Hours	21.00 Hours
00000057	Tony R Johnson	Holiday Leave	8.00 Hours	376.00 Hours	384.00 Hours
00000057	Tony R Johnson	Bonus Leave	0.00 Hours	40.00 Hours	40.00 Hours
00000057	Tony R Johnson	Special Bonus FY2018	0.00 Hours	24.00 Hours	24.00 Hours
00000057	Tony R Johnson	Special Bonus FY19-20	0.00 Hours	80.00 Hours	80.00 Hours
00000057	Tony R Johnson	Liability Leave Hrs Owed	0.00 Hours	0.00 Hours	0.00 Hours

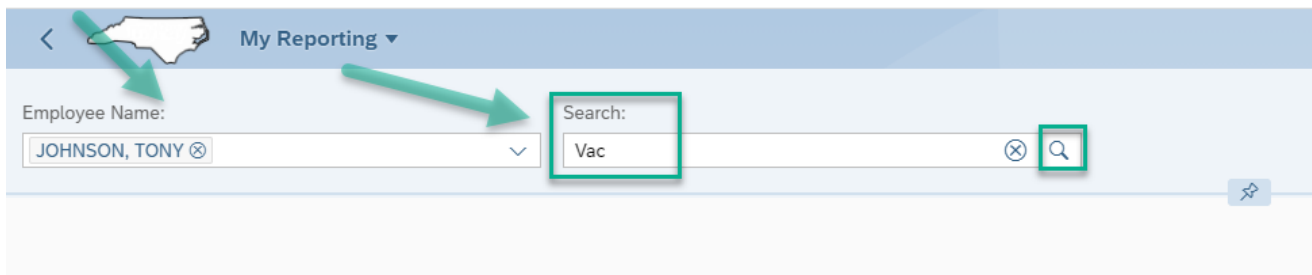
1. The **"Employee Name"** field delivers a list of all direct reports by default. The employee's name field allows for specific employee filter selection.



Employee Name:

- ☐ JOHNSON, TONY
- ☐ MUHANNA, WILMA

2. **Search** - used to specify a specific quota type. When the Filter is defined and the search field is defined with a specific quota, and the Employee name filter is reset, the search field will be reset as well and the default to deliver all quotas is then delivered.



Employee Name: JOHNSON, TONY

Search: Vac

My Reporting

Employee Name: JOHNSON, TONY Search: Vac Go

Pennr	Employee Name	Quota	Available	Used	Entitlement
00000057	Tony R Johnson	Vacation Leave	76.65 Hours	982.00 Hours	1,058.65 Hours

3. The “My employee Quota Overview Report” delivers a manager’s direct reports Quota available/used/entitlement hours as of today.
- All available hours are shown in **GREEN**
 - All zero hours are shown in **BLACK**
 - All negative hours are shown in **RED**

Note: Expired quota will not be shown

My Reporting

Employee Name: Search: Search in Result List Go

Pennr	Employee Name	Quota	Available	Used	Entitlement
00000056	Wilma S Muhanna	Vacation Leave	0.66 Hours	1,852.15 Hours	1,852.81 Hours
00000056	Wilma S Muhanna	Sick Leave	3,978.56 Hours	148.00 Hours	4,126.56 Hours
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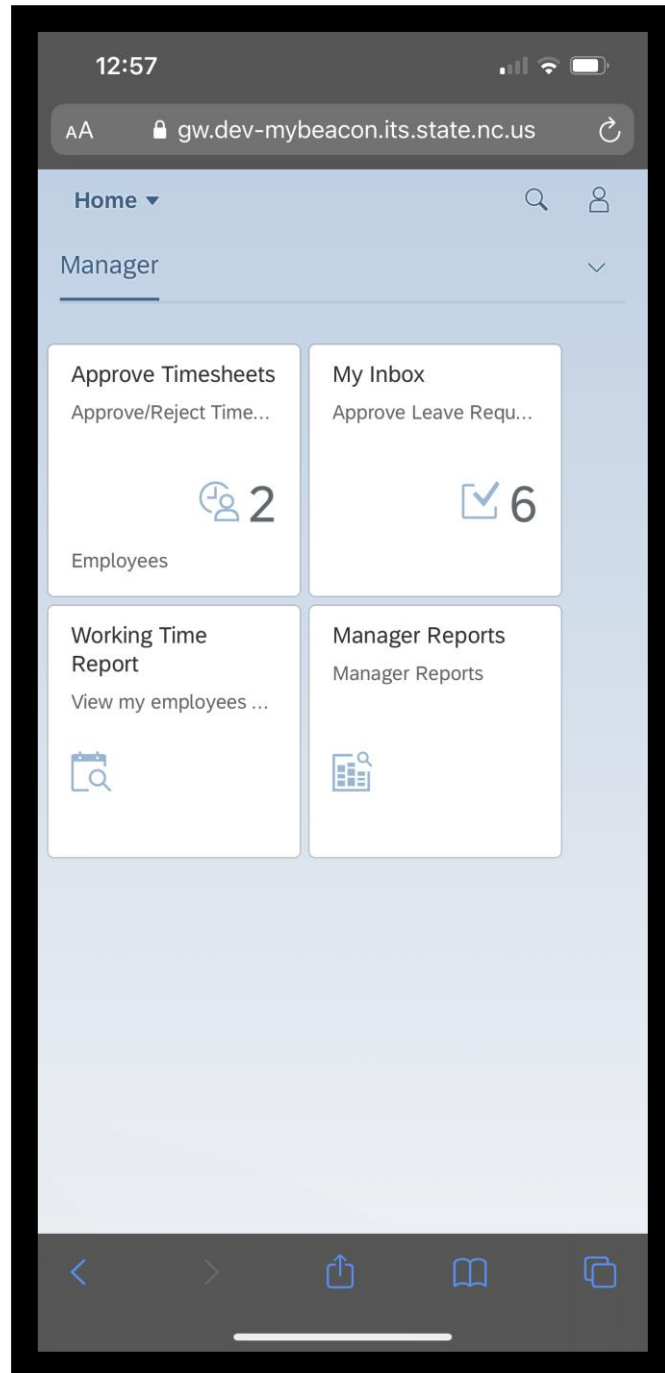
4. “Export to excel” delivers the formatted data to a spreadsheet.

My Reporting

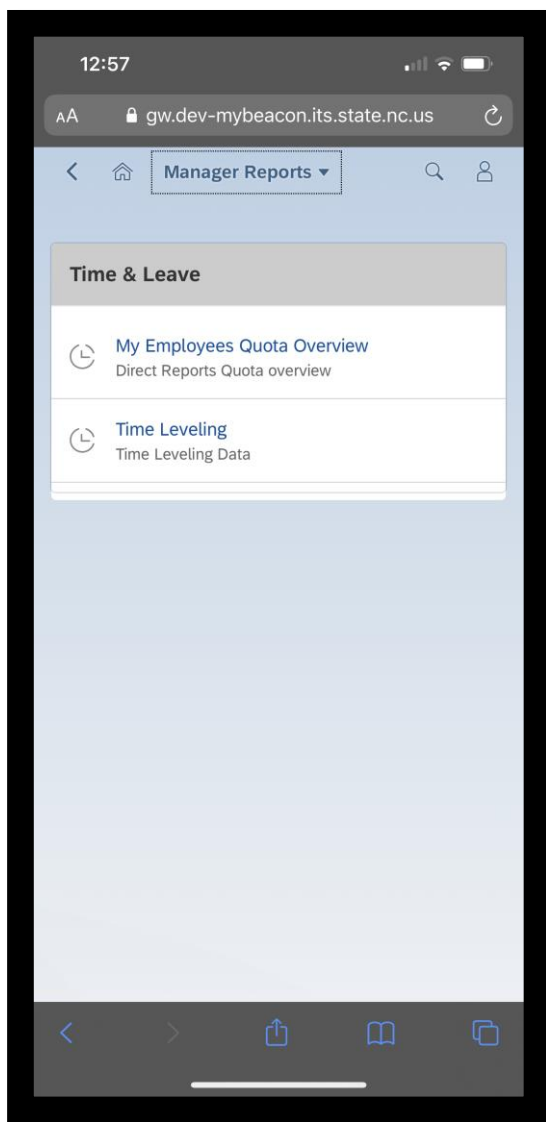
Employee Name: JOHNSON, TONY Search: Vac Go

Pennr	Employee Name	Quota	Available	Used	Entitlement
00000057	Tony R Johnson	Vacation Leave	76.65 Hours	982.00 Hours	1,058.65 Hours

On Mobile: The **My Employee Quota Overview** report is also accessible using a **Mobile Device**. It can be accessed through the **Manager Reports** application on the Manager tab.



Select the **My Employees Quota Overview** link to generate the report.



Note: Upon executing the report, the data delivered includes the Employee name, Quota and Available hours across the top and additional detail along the side for all Quota Types. By default, all direct reports are delivered and their respective quota information.

- All available hours are shown in **GREEN**
- All zero hours are shown in **BLACK**
- All negative hours are shown in **RED**

Note: Expired quota will not be shown.

The **Employee Name** field allows for a selection of a single employees or a selection of multiple employees to override the report delivery of all direct reports. You can use the Search field to search for any specific Quota criteria in the report. You can use a root word (vacation) or any shortened version of the leave type (vac) to search. To apply the search field criteria, once the criteria is predefined within the search field, the user should select **Enter**, then **GO** for report execution and delivery of the report.

Employee Name	Quota	Available
Wilma S. Muhanna	Vacation Leave	0.66 Hours

Perm: 00000056
Used: 1,852.15 Hours
Entitlement: 1,852.81 Hours

Change Record

- 10/06/21 – New BPP – Mayuri Surati
- 10/25/21 – Updated format and assigned reference number – Claire Ennis
- 11/9/21 – Incorporated content edits – Jennifer Boyette